

APPENDIX "A"

The legislation effective on March 12, 2021 (S.2588-A/A.3354-B) entitles district employees to take up to four hours of excused leave per injection that will not be charged against any other leave the employees have earned or accrued, and the New York State Department of Labor's updated guidance for Labor law Sec 196-C allows paid leave time for COVID vaccinations to include booster shots. Travel time is included in the four hour cap. Absence beyond the four hours must be charges to leave credits.

To properly document this excused leave time, please complete the information below and return this form to the District's Human Resources Office.

**Failure to submit these forms will result in a deduction from the employee's leave time.**

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**Please complete this section and forward to Human Resources if you have already received your COVID-19 Booster Shot along with copy of your COVID-19 Booster Shot Record Card.**

**Previous Booster Shot Section:**

**Booster Shot Information:**

I received the \_\_\_\_\_ booster shot for COVID-19 on  
(Moderna, Pfizer or J&J)

\_\_\_\_\_ at \_\_\_\_\_ o'clock.  
(month) (day) (year) (time)

Location of Vaccination Site

\_\_\_\_\_

Location of Vaccination Site

\_\_\_\_\_

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**Please submit this section not less than two (2) school days prior to your appointment(s). You may be asked to forward a copy of COVID-19 Booster Shot Record Card (after the date of your last appointment) to Human Resources.**

**Upcoming Booster Shot Section:**

**Booster Shot Information:**

I verify that I have an appointment on \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ o'clock  
(month) (day) (year) (time)

at \_\_\_\_\_, to receive the \_\_\_\_\_ booster shot for  
(Location of Vaccination Site) (Moderna, Pfizer or J&J)

COVID-19.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date